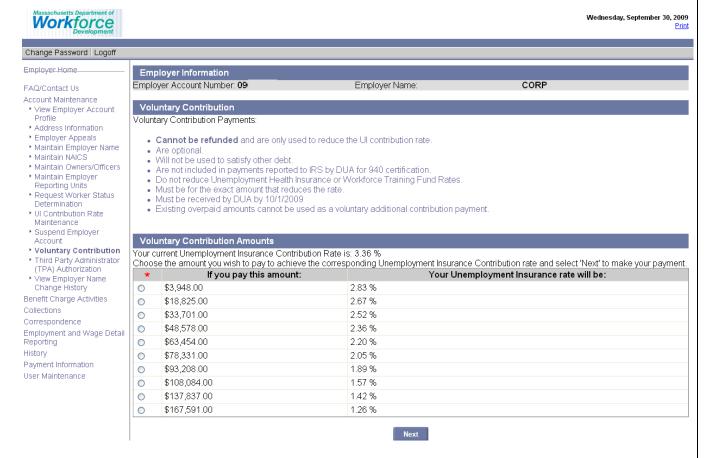
VOLUNTARY CONTRIBUTION

Introduction

This section of the document will show how an authorized user can make a voluntary contribution to buy down the tax rates. The Voluntary Contribution process will be available to eligible employers who can make UI contributions (payments) in advance and receive lower tax rates. The link to make a voluntary contribution will appear only if the employer is eligible and is within the voluntary contribution cut off date.

Step-by-Step Instructions:

- 1. Navigate to the account maintenance home page using the instructions provided in the section 'Navigating to Account Maintenance'.
- 2. Click on the link 'Voluntary Contribution'. The following page will appear with the suggested payments and corresponding 'would be' tax rates. Choose a payment amount and click 'Next' to continue.



3. The following page will appear from where you will be able to make the payment chosen in step 2. Click 'Next' to continue with the process.

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